



MASSACHUSETTS COMMISSION ON LESBIAN, GAY, BISEXUAL, AND TRANSGENDER YOUTH

Working for a Commonwealth where all youth thrive



Director, Massachusetts Commission on LGBTQ Youth

Overview

The Massachusetts Commission on Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Youth is established by law as an independent agency of the Commonwealth to recommend and advocate to all branches of state government effective policies, programs, and resources for LGBTQ youth to thrive. The Commission's key priorities include:

- Recommending and implementing a policy roadmap in partnership with state agencies
- Convening researchers, community-based organizations, government entities, and community members throughout the Commonwealth
- Advocating for resources targeted at LGBTQ youth
- Developing initiatives, including the Safe Schools Program for LGBTQ Students

The Commission is comprised of 50 volunteer members who are drawn from a wide array of organizations, backgrounds, and experiences. The Commission meets on a regular basis throughout the year, as do its executive and other subcommittees.

The Commission Director will be responsible for overseeing a diverse range of Commission activities, including policy and research initiatives, budget, personnel, operations, public affairs, fiscal management, and the Commission's Safe Schools Program for LGBTQ Students. The Director will also play a key role in strategic planning and implementing the Commission's vision. This is an exciting opportunity for a dynamic leader to translate a passion for social and racial justice into tangible changes for LGBTQ youth in the Commonwealth.

This position reports to the Commission Chair, receives administrative support from the Justice Resource Institute, and is supported by the Commission Coordinator.

Responsibilities

The Director is responsible for the overall leadership and management of the Massachusetts Commission on LGBTQ Youth and serves the following essential functions including any additional responsibilities assigned by the Commission Chair and Executive Committee:

Policy Development and Advocacy

- Recommend policy priorities for the Commission, with particular attention to transgender youth, LGBTQ youth of color, and out-of-home youth
- Serve as the liaison to executive branch agencies, the Legislature, and other state entities on behalf of the Commission
- Act as the lead author and coordinator of the Commission's annual policy recommendations
- Work with the staff of the Safe Schools program to identify new and innovative ways to address bullying in schools and out of schools
- Identify opportunities to expand knowledge of challenges faced by LGBTQ youth as well as their assets and oversee research initiatives and partnerships to further that knowledge

Public Affairs

- Develop and implement a communications plan
- Represent the voice of the Commission in media relations, community relations, and government relations
- Create and execute plan for engaging community stakeholders and communicating priorities, including events in and outside of Boston
- Establish and maintain relationships with LGBTQ youth-serving organizations and other local stakeholders

Operations

- Develop strategic objectives for the Commission, with corresponding implementation plans, in line with the Commission's anti-bullying mandate
- Draft and oversee the Commission's annual budget, including the Safe Schools Program, in collaboration with the Commission's fiscal agent, Commission leadership, and the Commission Coordinator
- Manage or delegate annual processes, including membership recruitment, swearing-in, and onboarding, and securing the Commission's annual budget
- Set meeting agendas and provide input on committee work plans, in consultation with Commission leadership and the Commission Coordinator
- Supervise the Commission Coordinator
- Provide support, supervision, evaluation, and oversight of the Safe Schools Program for LGBTQ Students staff

The ideal candidate will be an experienced, adaptable professional with the following skills:

- Highly organized, self-directed approach to work
- Excellent written and verbal communication skills
- Prior experience with advocacy in governmental or similar setting
- Ability to engage multiple constituencies, including legislators, executive branch agencies, and community leaders
- A strong collaborative style and ability to interact professionally with Commission members and staff with diverse backgrounds, priorities, and work experiences
- Knowledge of LGBTQ youth policy issues
- Passion for advancing racial and social justice
- Experience working with budgets
- Willingness to work flexible hours (including evening meetings)

Additional desired qualifications include:

- Additional language skills (e.g. Spanish, Portuguese, Cantonese, or Haitian Creole)
- A valid driver's license
- Experience with advocacy in Massachusetts Legislature and/or executive agencies
- Supervisory experience

Salary Range: \$50,000 to \$70,000 per year with benefits, commensurate with qualifications and experience

Application process: Applicants should submit a cover letter and resume (including 3 references) to James Wilson at jwilson@jri.org. References will not be contacted without applicant's prior permission. Review of applicants will start on April 28, 2017 with a target start date of July 2017.

